



## Privacy Notice - Volunteers

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Personal data of volunteers who support the school							
What personal data do we need from you?	<ul style="list-style-type: none"> <li>Name</li> <li>Address</li> <li>Telephone</li> <li>Email</li> <li>Vetting information</li> <li>References</li> </ul>							
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	Montgomery Infant School & Nursery						
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	As per other privacy notices you have already completed						
	Are there any <a href="#">Data Processors</a> ?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
	Who are they?	N/A						
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose</a> (s):	To support school activities on a voluntary basis						
	The <a href="#">Legal Condition</a> (s):	Consent Legal Obligation						
	<b>You may withdraw your consent at any time by contacting us</b>							
Who else might we share your data with?	N/A							
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	No							
How long will your data be kept?	When will it stop being used?	When the Volunteer no longer assists the school						
	How long after this will it be deleted?	As above						
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input checked="" type="checkbox"/>
	<a href="#">Restrict</a>	<input checked="" type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input checked="" type="checkbox"/>	<a href="#">Automate</a>	<input type="checkbox"/>
We will make automated decisions or profile you based on your data	How will this be done?	NA						
	What will happen as a result of the decisions?	NA						

As you are giving your data directly to us:	This is the reason why we are allowed to ask for it and use it:	We only process this data with your consent which you are free to withdraw at any time; other than vetting checks which are a statutory requirement			
	This is what could happen if you refused to let us use your data for this purpose:	We could not accept you as a volunteer at the school			
As you are not giving your data directly to us:	This is who is giving us your personal data:	N/A			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	NA			
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>					
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>					
<b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b>					
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH				
Email	<a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>				
Phone Number	03330322970				
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>					
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF				
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>				
Phone Number	0303 123 1113				

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.